

# **CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA**

April 20, 2021 at 2:00 p.m. via Zoom platform

Dial by your location

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888 475 4499 US Toll-free

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Meeting ID: 951 8105 1417

## **1. Meeting Minutes**

The Minutes from the special Civil Service Commission meeting on February 22, 2021 and the regular monthly Civil Service Commission meeting on March 9, 2021 are submitted for review.

## **2. Merit Increases**

## **3. Permanent Appointments**

## **4. Vacancy Report**

## **5. Reallocation Request –Police Department**

Acting Chief of Police, Rebeca Garcia, has requested to reallocate the position of Administrative Assistant to the Assistant Chief to the position of Fleet Mechanic.

## **6. Reclassification Request – Acting Personnel Director**

Mr. Eric Amado is requesting to reclassify the Typist 1 position from the competitive service to the non-competitive service.

## **7. Deputy Fire Marshal Exam #2369 - Examiner's Report**

The Commission is presented the Examiner's Report for Deputy Fire Marshal exam # 2369.

## **8. Certification of Deputy Fire Marshal List**

The Commission is asked to certify the promotional list for the Deputy Fire Marshal exam # 2369.

## **9. Fire Inspector Certification Update - Mr. Maurice Barnes – tabled from March 9, 2021**

Fire Chief Richard Thode will recommend Mr. Barnes' demotion to his previous rank of Firefighter due to not successfully passing the Fire Inspector exams and not being certified as a Connecticut State Fire Marshal.

**10. Request for Appeal – Mr. Thomas Kasper**

The Commission has received a request for an appeal from Mr. Thomas Kasper, regarding his termination of seasonal employment as a Starter/Ranger at the Fairchild Wheeler Golf Course, due to failing a portion of his medical examination.

**11. Tripartite Vote Regarding Probationary Employee – Mr. Douglas Monaghan**

The Commission has been notified by Mr. Aaron Curry, Municipal Garage Manager, that probationary employee, Mr. Douglas Monaghan, has not successfully completed his probationary period.

**12. Extension of Probationary Period – Ms. Linda Thorne**

The Acting Personnel Director, Mr. Eric Amado, is requesting to extend Ms. Linda Thorne's probationary period as Retirement Administrator through June 30, 2021.

**13. Legal Report****14. Acting Personnel Director Report**Exams:

- Public Safety Supervisor
- Public Safety Telecommunicator
- Entry Level Police Officer
- Police Lieutenant
- Civilian Detention Officer

Next regular monthly CSC meeting is scheduled for Tuesday, May 11, 2021.

**15. Personnel Director Exam Update**

## **CIVIL SERVICE COMMISSION SPECIAL MEETING**

February 22, 2021 1:30 p.m. via Zoom platform

### **MINUTES**

Commissioner Falberg called the Special Meeting of the Civil Service Commission to order at 1:41 p.m. Present were Commissioners Buccino, and Grech; Acting Civil Service Director Eric Amado; Clerk to the Commission Deborah Brelsford; Atty. John Mitola; Monquencelo T. Miles, Benefits Manager; Janene Hawkins, CAO; Lisa Mastronunzio, Acting Civil Service Examiner; Tamara Titre, Labor Relations Officer

#### **1. Tripartite Vote – Continued from 02/09/21**

The Commission has received a request for a tripartite vote regarding the termination of employment of Lynda McManus as Benefits Coordinator.

Associate City Attorney Mitola pointed out that this item was a continuance from the previous meeting on February 9, 2021 when Ms. McManus requested the continuance in order to consult with an attorney. He also noted that at the previous meeting on February 9th, Ms. Miles had given her presentation. Ms. McManus was notified of the date and time for the termination of employment meeting but was not present on the call.

#### **\*\* THE TRIPARTITE VOTE TO TERMINATE THE EMPLOYMENT OF LYNDA MCMANUS AS BENEFITS COORDINATOR:**

**MS. MILES VOTED TO TERMINATE MS. MCMANUS**

**MR. AMADO VOTED TO TERMINATE MS. MCMANUS**

**THE COMMISSIONERS VOTED AS FOLLOW:**

**COMMISSIONER BUCCINO VOTED TO TERMINATE.**

**COMMISSIONER GRECH VOTED TO TERMINATE.**

#### **\*\* BASED ON THE TRIPARTITE VOTE, THE REQUEST FROM MS. MILES TO TERMINATE THE EMPLOYMENT OF LYNDA MCMANUS AS BENEFITS COORDINATOR PASSED UNANIMOUSLY.**

Mr. Amado said that the Civil Service Department would handle notifying Ms. McManus of her termination.

*Mr. Amado and Ms. Miles left the meeting at 1:52 p.m.*

#### **2. Personnel Director Exam Update**

Associate City Attorney John Mitola will present the Commissioners with information/legal opinion regarding the Personnel Director examination process and the Commission may take appropriate action based on said legal opinion.

Atty. Mitola said that the City has to start the process to replace the permanent Personnel Director. He then stated that the City had not had a permanent Personnel Director since Mr. Ralph Jacobs had resigned in 2009. Mr. Dunn was appointed as Acting Director at that time.

Atty. Mitola then reviewed the details of the City Charter Section 204.

The position is a competitive position. It is the Personnel Director who formulates the examinations for vacant positions. Under normal circumstances, such as in 2004 when Mr. Colligan announced his pending retirement, he scheduled the examination. While Mr. Amado would normally handle the examination, Mr. Amado has stated that he would be applying for the job. An Assistant Personnel Director could conduct the competitive process to retain a permanent personnel director but that position is not currently filled and has not been for years.

Atty. Mitola said that he believed the Charter anticipated this type of situation which was outlined on page 2 of Atty. Mitola's letter. He stated that the Charter also allows for the appointment of Examiners and other such personnel as may be required.

Given the unusual circumstances, Atty. Mitola stated that his recommendation on the last page of his letter, is that the Commissioners appoint Ms. Mastronunzio, the Acting Civil Service Examiner, to commence the process of locating a professional consultant/examiner to commence the process of holding a competitive examination to secure a Personnel Director.

Commissioner Buccino expressed concerns about whether Ms. Mastronunzio would be able to have access to the appropriate resources.

Ms. Hawkins said that they would do whatever necessary for this to move forward. Ms. Mastronunzio said that she had spoken to consulting firms to get ball park figures and it would cost about \$20,000 - \$25,000 for the consultants. She said that they would be consulting with the CAO's office and the Office of the City Attorney regarding this.

Atty. Mitola said that they would likely have to hire a consultant to create a job analysis, which has not been done in years and then hire a consultant to create the competitive exam.

Ms. Hawkins said that the City was more than prepared to do whatever is necessary. She said that they were thinking about \$35,000 to \$40,000 when everything is said and done.

Ms. Hawkins thanked Ms. Mastronunzio and Atty. Mitola for all their hard work. It will be important to have an exam that can withstand any legal challenges.

Ms. Falberg asked if it was possible to hire a consultant that could do both the job analysis and create the examination. Ms. Mastronunzio said that there are companies that do the full scope of the job and this could be discussed with the potential companies.

Ms. Falberg asked if they could hire a temporary worker to do this. Ms. Mastronunzio said that she did not think it would be the most cost effective method. Atty. Mitola agreed and said that it would be better to have someone that was not working for the City to do the job analysis.

Commissioner Buccino said that there would be a lot of people watching the process and it would be important to have the best possible consultant company do the job.

Atty. Mitola said that it was important to be very deliberate in their actions. The goal would be for the Commission to hear a monthly progress report.

**\*\* COMMISSIONER GRECH MOVED THAT IN ACCORDANCE WITH THE LEGAL ADVICE AND RECOMMENDATIONS STATED IN THE FEBRUARY 19, 2021 OPINION LETTER FROM THE OFFICE OF THE CITY ATTORNEY, THE COMMISSION ACCEPT SAID LEGAL ADVICE AND RECOMMENDATIONS DETAILED IN SAID LETTER, AND DIRECT AND EMPOWER ACTING PERSONNEL EXAMINER LISA MASTRONUNZIO TO COMMENCE THE PROCESS OF LOCATING A PROFESSIONAL CONSULTANT/EXAMINER TO COMMENCE THE PROCESS OF HOLDING A COMPETITIVE EXAMINATION TO SECURE A PERSONNEL DIRECTOR.**

**\*\* COMMISSIONER BUCCINO SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Atty. Mitola noted that Ms. Hawkins was on the call. The Commission would be sending a copy of the letter to the Mayor's Office and the CAO's Office. Ms. Hawkins said that having hard copy of the letter would be helpful for the files.

Atty. Mitola said that he would draft a letter that the Commission would send to the CAO and Mayor.

Commissioner Buccino asked for clarification on the support for the Personnel Director Examination that would include additional support for the Civil Service Department. Atty. Mitola said that he believed it was covered in the motion.

**\*\* COMMISSIONER BUCCINO MOVED TO NOTIFY THE OFFICE OF THE MAYOR AND OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER VIA LETTER OF THE ACTIONS UNDERTAKEN BY THE CIVIL SERVICE COMMISSION AND REQUEST THAT THE CITY OF BRIDGEPORT PROVIDE THE NECESSARY RESOURCES (FINANCIAL OR OTHERWISE) TO ACHIEVE THE GOAL OF SECURING A PERSONNEL DIRECTOR IN ACCORDANCE WITH THE BRIDGEPORT CITY CHARTER AND LAWS OF THE STATE OF CONNECTICUT.**

**\*\* COMMISSIONER GRECH SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Atty. Mitola said that there would be a letter for Commissioner Falberg to sign at the next meeting. Commissioner Falberg asked for copies for all the Commissioners. Atty. Mitola said that the letter would be listed as an item on the agenda.

Ms. Hawkins said that she wanted to do this the right way.

Ms. Brelsford said that the next meeting was scheduled for March 9th. Ms. Brelsford asked that the record show she had been checking her email during the meeting and there was no email from Ms. McManus indicating she would not be attending the meeting.

**ADJOURNMENT**

**\*\* COMMISSIONER BUCCINO MOVED TO ADJOURN**

**\*\* COMMISSIONER GRECH SECONDED**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 2:28 p.m.

Respectfully submitted

Telesco Secretarial Services

## **CIVIL SERVICE COMMISSION REGULAR MEETING**

March 9, 2021 at 2:00 p.m. via Zoom platform

### **MINUTES**

Commissioner Falberg called the regular monthly meeting of the Civil Service Commission to order at 2:01 p.m. Present were Commissioners Rodgers, Buccino, and Grech; Acting Civil Service Director Eric Amado; Clerk to the Commission Deborah Brelsford; Atty. John Mitola; Janene Hawkins, CAO; Fire Chief Richard Thode; P/FI Maurice Barnes; Deputy Fire Chief Lance Edwards, Deputy Fire Chief James Buck, Tamara Titre, Labor Relations Officer; Jose Tiago, Deputy Director of Public Facilities

#### **1. Meeting Minutes**

The Minutes from the regular monthly Civil Service Commission meeting on February 9, 2021 are submitted for review.

**\*\* COMMISSIONER BUCCINO MOVED TO APPROVE THE MINUTES FROM THE REGULAR MONTHLY CIVIL SERVICE COMMISSION MEETING ON FEBRUARY 9, 2021.**

**\*\* COMMISSIONER RODGERS SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES FROM THE REGULAR MONTHLY CIVIL SERVICE COMMISSION MEETING ON FEBRUARY 9, 2021 AS SUBMITTED PASSED UNANIMOUSLY.**

#### **2. Merit Increases – CERTIFY FOR PAYROLL**

Mr. Amado presented the report.

### **MARCH MEETING 2021**

#### **MERIT INCREASES EFFECTIVE MARCH 1<sup>ST</sup>, 2021 & APRIL 1<sup>ST</sup>, 2021**

##### **Public Facilities:**

217924 – Moore, Robert  
\$37,530.00 (Step 1) to \$39,507.00 (Step 2)  
**Effective 3/1/21**

Maintainer II

##### **Lists below increases is for effective April 1<sup>st</sup>, 2021:**

215632 – Daddana, Ryan  
\$32,580.00 (Step 1) to \$34,295.00 (Step 2)  
217719 – Loschiavo, Ryan  
\$32,580.00 (Step 1) to \$34,295.00 (Step 2)  
218305 – McCallister, Mack  
\$32,580.00 (Step 1) to \$34,295.00 (Step 2)  
216981 – Spencer, David  
\$32,580.00 (Step 1) to \$34,295.00 (Step 2)  
217110 – Vaiana, Guiseppe  
\$32,580.00 (Step 1) to \$34,295.00 (Step 2)

Maintainer I (Grace I)

Maintainer I (Grace I)

Maintainer I (Grace I)

Maintainer I (Grace I)

Maintainer I (Grace I)

218163 – Provenzano, Christopher  
\$40,280.00 (Step 1) to \$42,398.00 (Step 2)

Maintainer III

**\*\* COMMISSIONER GRECH MOVED TO APPROVE THE MERIT INCREASES AS PRESENTED.**

**\*\* COMMISSIONER BUCCINO SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **3. Permanent Appointments – CERTIFY FOR PAYROLL**

Mr. Amado presented the report.

#### **FIRE PERMANENCY MARCH 9, 2021 C.S.C. MEETING**

<b>FIRE</b>	<b>JOB TITLE</b>	<b>EFFECTIVE</b>
ANTONIO DIAS	FIREFIGHTER	2/3/2021
JONATHAN WALSH	FIREFIGHTER	2/3/2021
ALEXANDER POLING	FIREFIGHTER	2/3/2021
AMARYLLIS COLON	FIREFIGHTER	2/3/2021
JOSEPH CRUPI	FIREFIGHTER	2/3/2021
AUSTIN HATHAWAY	FIREFIGHTER	2/3/2021
CHAJA POLE-FEENSTRA	FIREFIGHTER	2/3/2021
JORDAN TOWNSEND	FIREFIGHTER	2/3/2021
RYAN HATHAWAY	FIREFIGHTER	2/3/2021
JACOB TORRES	FIREFIGHTER	2/3/2021
MICHAEL JULIAN	FIREFIGHTER	2/3/2021
ROGER MARTINEZ	FIREFIGHTER	2/3/2021
DENNIS OLMSTEAD	FIREFIGHTER	2/3/2021
ALEXANDER DANIELS	FIREFIGHTER	2/3/2021

#### **POLICE PERMANENCY MARCH 9, 2021 C.S.C. MEETING**

<b>POLICE</b>	<b>JOB TITLE</b>	<b>EFFECTIVE</b>
JAIME JARRETT	POLICE SERGEANT	2/10/2021
ANTHONY CAIAZZO	POLICE SERGEANT	2/10/2021
MICHAEL PAOLETTI	POLICE SERGEANT	2/10/2021
DENNIS MARTINEZ	POLICE SERGEANT	2/10/2021

**\*\* COMMISSIONER BUCCINO MOVED TO APPROVE THE PERMANENT APPOINTMENTS AS PRESENTED.**

**\*\* COMMISSIONER RODGERS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **4. Table of Organization Additions**

The following additions will be made to the Table of Organization:

- Zoning Commission Table of Organization: Design Review Coordinator
- Health Department Table of Organization: Two (2) Anti-Blight Technician
- Town Clerk Table of Organization: Clerk (Part-time)

Mr. Amado explained that there were a number of vacant positions which needed to be included on the Table of Organization.

**\*\* COMMISSIONER RODGERS MOVED TO APPROVE THE ADDITIONS TO THE TABLE OF ORGANIZATION AS PRESENTED.**

**\*\* COMMISSIONER BUCCINO SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**



## **5. Vacancy Report – NOTED FOR THE RECORD**

The Vacancy Report was presented by Mr. Amado.

### **VACANCIES – Report 03/09/2021**

<b><u>Competitive Positions</u></b>	<b><u>Former</u></b>	<b><u>Replacement</u></b>
<b>PUBLIC FACILITIES</b>		
Custodian I (x2)	Kenneth Geter New	Joseph Lanese TBD
<b><u>Non-competitive Positions</u></b>	<b><u>Former</u></b>	<b><u>Replacement</u></b>
<b>OPED ADMINISTRATION (corrected from Zoning)</b>		
Design Review Coordinator	Diego Guevara	Vacant
<b>HEALTH</b>		
Anti-Blight Technician (x2)	Malek Simpson New	Vacant Vacant
<b>ENGINEERING</b>		
Civil Engineer I	Pawel Papazachariu	Christopher Daniel
<b>PURCHASING</b>		
Buyer	Lisa Farlow	Vacant
<b>TOWN CLERK</b>		
Clerk (part-time)	New	Vacant
<b>** COMMISSIONER GRECH MOVED TO APPROVE THE VACANCY REPORT AS PRESENTED.</b>		
<b>** COMMISSIONER BUCCINO SECONDED.</b>		
<b>** THE MOTION PASSED UNANIMOUSLY.</b>		

**6. Reallocation Request – The Department of Public Facilities has requested that the Custodian III vacancy (pos# 1103) be reallocated to the classification of Custodian I (JCC 9507). Upon review of both job descriptions, the duties of the Custodian III classification specifically those relative to supervisory functions are NOT needed. The Custodian I position will yield the duties and responsibilities needed by the Department at a reduced cost. This would also be added to the Public Facilities Table of Organization.**

Mr. Amado presented his report.

**\*\* COMMISSIONER BUCCINO MOVED TO APPROVE THE REALLOCATION REQUEST FROM THE DEPARTMENT OF PUBLIC FACILITIES HAS REQUESTED THAT THE CUSTODIAN III VACANCY (POS#**

**1103) BE REALLOCATED TO THE CLASSIFICATION OF CUSTODIAN I (JCC 9507).**

**\*\* COMMISSIONER RODGERS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**7. Updated Job Description for Maintenance Leadman.**

The Commission is asked to approve the updated job description for Maintenance Leadman.

Mr. Amado presented his report. The Department has requested that the job description be updated before the position is filled.

**\*\* COMMISSIONER RODGERS MOVED TO APPROVE THE UPDATED JOB DESCRIPTION FOR MAINTENANCE LEADMAN.**

**\*\* COMMISSIONER BUCCINO SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**8. Probationary Fire Inspector Maurice Barnes**

The Commission has been notified by Fire Chief Richard Thode that P/FI Maurice Barnes did not pass the Connecticut State Fire Inspector's certification exam(s) and has not successfully completed his probation.

Mr. Amado presented the report. He said that P/FI Barnes did not pass his Connecticut State Fire Inspector's certification exams.

Chief Thode said that P/FI Barnes had been appointed to a probationary position of Fire Inspector. He said that it was not unusual for a firefighter to fail a portion of the test and the State allows the candidate to retake the test 3 times. Fire Chief Thode said that he would like to have the probationary period extended to May.

Atty. Mitola asked Mr. Barnes if he agreed with Chief Thode's extension of the probationary period until May 11, 2021. Mr. Barnes agreed.

**\*\* THE TRIPARTITE VOTE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES TO MAY 11, 2021 WAS AS FOLLOWS:**

**COMMISSIONER BUCCINO VOTED TO APPROVE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES.**

**COMMISSIONER GRECH VOTED TO APPROVE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES.**

**COMMISSIONER RODGERS VOTED TO APPROVE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES.**

**MR. AMADO VOTED TO APPROVE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES.**

**FIRE CHIEF THODE VOTED TO APPROVE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES.**

**\*\* THE REQUEST FROM FIRE CHIEF THODE TO EXTEND THE PROBATIONARY PERIOD FOR P/FI BARNES TO MAY 11, 2021 PASSED UNANIMOUSLY.**

**9. Legal Report** – No report at this time.

**10. Acting Personnel Director Report**

Mr. Amato presented the following exam updates:

Deputy Fire Marshal – The exam was given and review period is underway.

Fire Inspector – There are vacancies in the department and discussions are underway regarding holding an examination.

Public Safety Supervisor – The job analysis completed and discussions regarding Examination development are underway.

Public Safety Telecommunication – There is a low applicant rate and there are two or three candidates are being reviewed by OIA. There will still be vacancies so the application period has been extended to March 26th.

Entry Level Police Officer – Discussions continue with the OPM, Civil Service, the Police Department and the Communications team regarding recruitment and outreach.

Police Lieutenant – Priority in Police Department and experts are working with the Chief's office.

Civilian Detention Officer – Position has been re-posted, but not yielding many applicants.

The next regular monthly Civil Service Commission Meeting is scheduled for Tuesday, April 13, 2021.

**\*\* COMMISSIONER BUCCINO MOVED TO APPROVE THE REPORT AS PRESENTED.**

**\*\* COMMISSIONER RODGERS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

*Mr. Amato left the meeting at 2:26 p.m.*

**13. Personnel Director Update**

Atty. Mitola said at the last meeting, the Commission wanted a letter sent to Ms. Hawkins regarding the City providing the necessary finances for hiring a new Personnel Director. The letter has been sent to Ms. Hawkins.

Atty. Mitola said that Ms. Hawkins held a few meetings and Atty. Mitola reported that there may be a consultant in line in order to get the process moving forward.

Ms. Hawkins said that she had spoken at length with Mr. Nkwo about the funding. There was also a meeting about the procurement process. They are moving forward as expeditiously as possible.

**ADJOURNMENT**

**\*\* COMMISSIONER RODGERS MOVED TO ADJOURN.**

**\*\* COMMISSIONER GRECH SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 2:34 p.m.

Respectfully submitted,

Telesco Secretarial Services

**STEP INCREASES JULY 1, 2020**

<b>Dept</b>	<b>Employee</b>	<b>Position</b>	<b>Increase</b>
Info Technology	Jean	Computer Systems	\$85,332 (1) to \$89,244
Services	Presume	Analyst	(2)

**PERMANENT APPOINTMENTS – APRIL 2021 MEETING**

ID#	LAST NAME	FIRST NAME	JOB TITLE	EFFECTIVE DATE
219132	Costello	Danielle	Accounting Clerk I (40 Hrs.)	3/18/2021

Competitive Positions

**BOARD OF EDUCATION  
Custodian I (x5)**

Former

Charles Gray  
Wanda Montalvo  
Jose Delvalle  
Shaquana Shaw  
Dane Holmes

Replacement

TBD  
TBD  
TBD  
TBD  
TBD

Non-competitive Positions

**LABOR RELATIONS  
Clerk A (Floater)**

Former

Keisha Burkes

Replacement

Vacant

**HEALTH**

**Public Health District Supervisor**

Bertha Conte

Jodi Fulton (Acting)

**OPED**

**Planner II**

Dean Mack

Vacant

**PURCHASING**

**Buyer**

Lisa Farlow

Vacant

**PUBLIC FACILITIES**

**Service Assistant**

Joseph Lanese

Anthony Ettison

**CENTRAL GRANTS**

**Administrative Assistant**

Ava Showah

Vacant

*Black = competitive*

*Blue = non-competitive*

## Costello, Danielle

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**From:** Brelsford, Deborah  
**Sent:** Thursday, April 15, 2021 11:58 AM  
**To:** Costello, Danielle  
**Subject:** FW: Reallocation

Please use the email below for the Commisisoners' packets. Thx.

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**From:** Kubel, Ann <Ann.Kubel@Bridgeportct.gov>  
**Sent:** Thursday, April 15, 2021 11:49 AM  
**To:** Brelsford, Deborah <deborah.brelsford@bridgeportct.gov>  
**Subject:** Reallocation

Good morning,

Chief Garcia has asked me to request that the position of Administrative Assistant to the Deputy Chief be changed and reallocated to a Fleet Mechanic position. If you need anything more from please let me know.

Thank you,

Ann Kubel  
Administrative Assistant  
Chief of Police  
City of Bridgeport Police Department  
300 Congress Street  
Bridgeport, CT. 06604  
Phone: 203-581-5111  
Fax: 203-576-8130  
Email: Ann.Kubel@Bridgeportct.gov





# CITY OF BRIDGEPORT, CONNECTICUT

## OFFICE OF THE CIVIL SERVICE COMMISSION

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### EXAMINER'S REPORT

Exam Title	Deputy Fire Marshal	Exam #	2369
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#### Exam Summary:

- This examination was announced on February 3, 2021
- We accepted applications until February 16, 2021
- The assessment center was held on February 25, 2021 at Fire Headquarters
- Candidates were rated by assessors, in person during the assessment center
- Candidates were notified of their scores on March 4, 2021 and a preliminary ranked list was established
- The 30-day waiting period began on March 4, 2021 and ended on April 5, 2021
- No appeals were received during the 30-day review period
- All candidates were notified of their final standing on the ranked list on April 6, 2021

#### Candidate Summary:

Candidate Phase	# of Candidates
Applied	5
Applicants that did not qualify	2
Failed to Appear for the exam	0
Took the exam	3
Did not attain a minimum exam score	0
Passed the exam	3

#### Exam Review and Appeal Summary:

- One (1) candidate participated in an exam review
- No appeals were filed with the Examiner

#### Conclusion:

This exam was developed and conducted in accordance with *The Uniform Guidelines on Employee Selection Procedures* and complies with all laws prohibiting discrimination.

The final ranked list is attached as Exhibit A and is submitted for the Commission's consideration for certification.

## Exhibit A

### Deputy Fire Marshal Exam #2369

Established 03/04/2021

Last Name	First Name	Final Score	Final Rank	Certified	Probationary
Marrero	Robert	83.40	1		
Velez	Hiram	81.48	2		
Bonaventura	Leonard	76.71	3		



ERIC M. AMADO  
Acting Personnel Director

*CITY OF BRIDGEPORT, CONNECTICUT*  
**CIVIL SERVICE COMMISSION**

CITY HALL \* 45 LYON TERRACE \* BRIDGEPORT, CONNECTICUT 06604-4023 \* (203) 576-7103 \* Fax 576-7102

Commissioners

RICHARD P. RODGERS  
MELVA FALBERG  
PAUL GRECH  
GAIL M. BUCCINO

April 5, 2021

Mr. Maurice Barnes  
1985 Stratford Avenue  
Bridgeport, CT 06607

Dear Mr. Barnes:

The matter regarding your employment as probationary Fire Inspector is on the agenda for the April 20, 2021 Civil Service Commission meeting.

The meeting will be held virtually via the Zoom platform at 2:00 p.m.

You are invited to attend. The sign on details will be provided to you via email in advance of the meeting.

Yours truly,

Eric M. Amado  
Acting Personnel Director

/djb

cc: Chief Richard Thode  
Lisa Mastronunzio  
Tamara Titre, *Esq.*  
Cynthia Kapral  
David Dobbs



**CITY OF BRIDGEPORT, CONNECTICUT**  
**BRIDGEPORT FIRE DEPARTMENT**

30 CONGRESS STREET, BRIDGEPORT, CT 06604 • Telephone (203) 337-2070 • Fax (203) 576-8274

**RICHARD E. THODE**  
Fire Chief

April 1, 2021

P/FI Maurice Barnes  
1985 Stratford Ave.  
Bridgeport, CT 06607

Mr. Barnes,

At the March 9, 2021 Civil Service Commission meeting, the Commission voted to extend your probation. At that time, you had not successfully passed your certification tests for both the Code and Investigation modules of the Connecticut State Fire Marshal's Certification Course.

On March 25, 2021, The Connecticut State Office of Educational and Data Management, informed Fire Marshal Hernandez that you had failed all three attempts at the Fire Code Inspector Certification. Additionally, you had failed two of the three allowable attempts at the Fire Investigator Certification. Regardless of the results of your third and final attempt at the Fire Investigator Certification exam, you will not be certified as a Connecticut State Fire Marshal. As you are aware, all members of the Bridgeport Fire Marshal's Division must obtain and maintain that certification.

It is my intention to recommend to the Civil Service Commission that you be demoted to your previous rank of Firefighter. Civil Service Rule V(3) states *"No person serving as a probationary appointee shall be laid off, suspended, granted leave of absence from duty, transferred or reduced in pay or grade except for reasons which will promote the good of the service, specified in writing, and after an opportunity to be heard by the commission, and then only with its consent and approval."*

Civil Service will be in contact with you as to the exact date and time of the April meeting.

Richard E. Thode  
Fire Chief

Cc: Eric Amado, A/Personnel Director  
Deb Brelsford, Clerk to the Civil Service Commission  
David Dobbs, President Local 834, IAFF



ERIC M. AMADO  
Acting Personnel Director

## CITY OF BRIDGEPORT, CONNECTICUT CIVIL SERVICE COMMISSION

CITY HALL \* 45 LYON TERRACE \* BRIDGEPORT, CONNECTICUT 06604-4023 \* (203) 576-7103 \* Fax 576-7102

Commissioners

RICHARD P. RODGERS  
MELVA FALBERG  
PAUL GRECH  
GAIL M. BUCCINO

April 7, 2021

Thomas Kasper  
6313 Avalon Gates  
Trumbull, CT 06611

Dear Mr. Kasper:

You were offered the position of Golf Course Starter/Ranger contingent upon passing all pre-employment screening processes.

This letter is to inform you that your employment as a Golf Course Starter/Ranger with the City of Bridgeport Parks & Recreation Department has been terminated. Unfortunately, you have failed a portion of your medical examination and this conditional offer of employment is hereby rescinded effective immediately.

If you have any questions regarding this termination, they may be obtained by phone with the Civil Service Commission Office at City Hall, 45 Lyon Terrace, Room# 106, Bridgeport, Connecticut 06604; telephone number 203-576-7106. Please be prepared to verify your identity.

If you wish to appeal this decision to the Civil Service Commission, this office must receive a written correspondence explicitly stating such. The appeal must be mailed or emailed ([eric.amado@bridgeportct.gov](mailto:eric.amado@bridgeportct.gov)) no later than April 14, 2021.

Best regards,

Eric Amado  
A/Personnel Director



ERIC M. AMADO  
Acting Personnel Director

*CITY OF BRIDGEPORT, CONNECTICUT*  
**CIVIL SERVICE COMMISSION**

CITY HALL \* 45 LYON TERRACE \* BRIDGEPORT, CONNECTICUT 06604-4023 \* (203) 576-7103 \* Fax 576-7102

Commissioners

RICHARD P. RODGERS  
MELVA FALBERG  
PAUL GRECH  
GAIL M. BUCCINO

April 5, 2021

Mr. Douglas Monaghan  
26 Still Hill Road  
Sandy Hook, CT 06482

Dear Mr. Monaghan:

There will be a tripartite vote regarding your probationary employment as a Fleet Mechanic with the City of Bridgeport at the April 20, 2021 Civil Service Commission meeting.

The meeting will be held virtually via the Zoom platform at 2:00 p.m.

You are invited to attend. The sign on details will be provided to you via email in advance of the meeting.

Yours truly,

Eric M. Amado  
Acting Personnel Director

/djb

cc: Aaron Curry



The City of Bridgeport, Connecticut  
**Office of Labor Relations and Human Resources**  
45 Lyon Terrace, Bridgeport, Connecticut 06604  
Telephone (203) 576-8108 • Fax (203) 576-7844

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Eric Amado  
Director of Labor Relations  
203.576.7843

Sandra Ferreira  
Human Resources Manager  
203.576.8474

April 15, 2021

Ms. Linda Thorne  
15 Meadow Street  
Milford, CT 06460

**RE: Extension of Probationary Period – Job Performance**

Dear Ms. Thorne,

You were hired on July 27, 2020 as a Retirement Administrator in the office of Civil Service. Continued employment in this classification is conditional upon successful completion of a six (6) month probationary period. At this stage of your employment you should be performing at a higher level of effectiveness. While there have been some improvements in your work and you have displayed a positive attitude towards your job, your overall performance has been inadequate and unsatisfactory. We've discussed specific deficiencies and offered ways to remedy your errors during your reviews; yet you have not been able to meet the expectations and work performance requirements of this essential position. In recent months there have been incidents which have caused concern regarding your ability to perform the duties of the Retirement Administrator job in a satisfactory manner. These errors can cause tremendous financial harm to our employees and possible liability to the City.

It is our opinion that you are not ready to move out of probationary status. It will be our recommendation to the Civil Service Commission that we extend your probationary status for a period of six (6) months to June 30, 2021. This is beyond the original expiration date of January 27, 2021. During this period, we shall continue to provide job training and a final performance review by June 30<sup>th</sup> prior to our final recommendation regarding your permanent appointment. As a probationary employee, your status will continue as it is at present, however, in the event that you fail your probationary period, you may exercise your bumping rights as prescribed in your collective bargaining agreement. We will continue to be available to assist you in any way that we can. Nevertheless, the burden is on you to show a substantial and permanent improvement in your job performance. Enclosed to this letter, are the final months of your six-month probation reports along with multiple incidents that has been of major concern when factored into the decision to extend your probationary period.

Sincerely,

  
Sandra Ferreira, Human Resources Manager

cc: Eric Amado, Interim Personnel Director  
Janene Hawkins, CAO  
Phil White, Senior Labor Relations Officer  
James Meszoros, NAGE RI-200